

**Minutes from the Policy Committee Meeting
2005 White House Conference on Aging**

Wednesday, May 18, 2005

**Grand Hyatt Hotel,
1000 H Street, NW., Independence Room (F, G, H, I)
Washington, DC**

Participants:

Policy Committee Members:

Dorcas R. Hardy, Chairman
Alejandro Aparicio, M.D.
Robert Blancato
Clayton Fong
Thomas E. Gallagher
Gail Hunt

Policy Committee Member Representatives:

Josefina Carbonell, Assistant Secretary for Aging, Department of Health and Human Services (HHS), for Secretary Mike Leavitt
Thomas Edes, M.D., for Secretary James Nicholson
Scott L. Frey for Barbara Kennelly
Scott A. Keller, Deputy Chief of Staff, Department of Housing and Urban Development, for Secretary Alphonso Jackson
Maria LoPiccolo, Legislative Writer, for Scott Serota

Others:

Scott V. Nystrom, Executive Director, White House Conference on Aging (WHCoA)
Nora Andrews, Senior Executive Officer, Policy Committee, WHCoA
Angela Arnett, Director, Economic Security Issues, WHCoA
Remy Aronoff, Director, Social Support Issues, WHCoA
Gayle Cozens, Deputy Director for Outreach, WHCoA
David Eisner, Chief Executive Officer (CEO), Corporation for National and Community Service
Michael O'Grady, Ph.D., Assistant Secretary for Planning and Evaluation, HHS

Advisory Committee Members:

Anthony M. DiLeo
Peggye Dilworth-Anderson, Ph.D.
T. Bella Dinh-Zarr, Ph.D, MPH
F. Michael Gloth, M.D.
Carolyn Gray
William J. Scanlon, Ph.D
Joanne Schwartzberg, M.D.
William J. Turenne

Chairman Hardy called the meeting to order at 9:05 a.m. and welcomed attendees. The Chairman also acknowledged and welcomed the newly appointed members of the Advisory Committee who attended. Chairman Hardy noted that this meeting was not an official meeting of the Advisory Committee. Approximately 60 to 70 members of the public attended.

The Chairman introduced the first presenter, David Eisner, CEO of the Corporation for National and Community Service which oversees Senior Corps (RSVP, the Foster Grandparent Program, and the Senior Companion Program), Americorps, and the Learn and Serve America Program.

Presentation by David Eisner, “Engaging Baby Boomers in Meeting the Challenges of the 21st Century”

Mr. Eisner emphasized the importance of volunteering and civic engagement, especially among baby boomers and the entire 55+ population, to address many pressing social issues that will face society in the very near future. The Corporation’s three Senior Corps programs – RSVP, the Foster Grandparent program, and the Senior Grandparent Program, have made a significant impact on their communities. More than 500,000 volunteers, age 55 and older serve in these programs, and make up the largest network of senior volunteers in the Nation. Mr. Eisner’s remarks are attached.

Following his prepared remarks, Mr. Eisner responded to questions from members of the Policy Committee. In regard to a question concerning the current amount of out-of-pocket costs associated with volunteering and a possible tax deduction, Mr. Eisner indicated that he would investigate this issue and get back to the Committee. Further, he indicated that there should be greater flexibility since baby boomers may not retire at the same age as current seniors; perhaps such individuals could receive a stipend, such as in the Americorps program, at the end of the volunteer service. Mr. Eisner noted that the most common form of ageism was in the form of soft prejudice; *i.e.*, using senior volunteers to perform menial tasks, such as stuffing envelopes, instead of recognizing seniors’ skill level, experience, or vitality. In response to a question concerning hard-to-reach, non-English-speaking and low income individuals, he again emphasized the opportunities that existed by using older volunteers in SeniorCorps, etc., to reach and/or

engage these segments of the population. Chairman Hardy thanked Mr. Eisner for his remarks and welcomed comments from him on the Annotated Agenda and resolutions under development for the WHCoA.

The Chairman introduced the next presenter, Dr. Michael O'Grady, Assistant Secretary for Planning and Evaluation of the Department of Health and Human Services.

Presentation by Dr. Michael O'Grady, "Long Term Care: An Overview from HHS"

Dr. O'Grady provided a presentation on the long-term care challenges confronting the United States in the 21st Century as the percentage of the population over 65 more than doubles, and summarized some of the ways HHS is addressing them. He praised the Policy Committee for including sessions on financing, delivery, and quality of long-term care services in the WHCoA agenda, and encouraged the Committee to incorporate empirical findings into its planning activities. Dr. O'Grady's comments are attached.

Dr. O'Grady's presentation stimulated a number of questions from Policy Committee members concerning financing of long-term care, unpaid caregivers, and more in depth discussions of ASPE's studies.

Advisory Committee's Update and Discussion of Duties

Chairman Hardy invited Advisory Committee members to the table where each provided a brief biographical sketch. The Chairman briefly described their proposed duties and responsibilities using the 2005 WHCoA Charter that established the Committee.

The Chairman presented a brief overview of the status of planning and issue development that has taken place since July 2004. The Advisory Committee Charter, based on the statute, invites the Advisory Committee to advise the Policy Committee about the Conference agenda and planning. Further discussion of the role of the Advisory Committee will occur at an initial briefing meeting to be held in June in Washington, DC. It is expected that Advisory Committee members will be invited to participate in remaining pre-Conference events based on their schedules and interests, e.g., Solutions Forums and Mini-Conferences, as well as provide input on Conference activities, background papers, resolutions, implementation strategies, and post-Conference events.

Executive Director's Report

In his first meeting with the Policy Committee since his appointment as Executive Director on March 18, 2005, Scott Nystrom, Ph.D., reported on the status of the following WHCoA issues:

Hotel and Timing

The Policy Committee decided during its February meeting that it was important for WHCoA staff to explore options regarding a change of venue for the WHCoA because a larger hotel in Washington, DC, was needed to accommodate 1,200 delegates in one location and house the large demand for exhibition space. Dr. Nystrom reported that considerable progress has been made to identify another hotel and to negotiate with the Hyatt to fill rooms with other conferees, the largest block to be used by the Office of Disease Prevention and Health Promotion (ODPHP) for its conference, to eliminate the imposition of penalties. Negotiations to fill rooms at the other three hotels under contract will be held once the Hyatt room blocks have been filled. Further, Dr. Nystrom stated that, if the Policy Committee agreed to a change of venue to a single site for the WHCoA, i.e. from The Hyatt on Capitol Hill to the Marriott Wardman Park Hotel, the conference dates would need be changed from October 23 to 25, 2005 to December 11 to 14, 2005. This opportunity is a win-win situation for all parties involved: WHCoA activities are all in one site versus multiple sites, ODPHP obtains rooms for its conference, and the Hyatt and the WHCoA are made financially whole when the penalty is “worked off” through use of lodging rooms.

Ms. Hunt made the following motion: *Consistent with the direction provided by the Policy Committee on February 10 concerning the difficult challenges presented by the WHCoA’s current venue, and in order to assure that delegates to this decade’s conference have the most positive experience, the staff of the WHCoA was asked to pursue the availability of other venues still located in Washington, DC. The search has resulted in locating a model conference hotel that meets the Policy Committee’s requirements. Further, a strategy to reduce potential losses and mitigate hotel fees has been developed, discussed, and accepted. Therefore, I move that we move the 2005 WHCoA to a new venue –the Marriott Wardman Park Hotel, located on Connecticut Avenue that is available December 11 to 14, 2005.* The motion was approved by the Policy Committee members who were present.

WHCoA Budget

There has been a reallocation of funds within the budget since travel payments to the Policy Committee members have come in under budget. Dr. Nystrom announced that the WHCoA budget continues to be in a state of flux until the Memorandum of Understanding is signed with the 501C3 Foundation for the National Institutes of Health (NIH), which would undertake the fundraising necessary to support the provision of meals (unallowable government expenses) and additional needs of conferees.

Revised Travel Procedures

On May 23, 2005, a new travel system will replace the old travel system under which WHCoA staff arranged travel for Policy Committee members, allowing for better planning, earlier decisions, and improved communication among staff. For example, the WHCoA staff will book air travel and hotels within 24 hours, even though travel plans

may be 2 months away. In response to issues related to very difficult travel experiences of Policy Committee members, Dr. Nystrom informed the Committee that the WHCoA uses the same Government contractor as the Administration on Aging. Consequently, Government regulations do not allow individuals to book travel individually and to get reimbursed after the travel.

Delegate Travel, Food, and Other Expenses

WHCoA staff is in the final stages of finding travel vendors to handle travel arrangements for the WHCoA delegates. A Statement of Work Request for Proposals should be ready by June 24. Only if delegates use the selected Government travel agency will their arrangements be paid for. Specifically, the WHCoA will cover airfare to and from the conference, hotel lodging from noon on Sunday, December 11, 2005, to noon on Wednesday, December 14, 2005, and local transportation by car from a delegate's residence to the airport. (Depending upon the final Conference schedule on December 11, delegates west of the Mississippi are expected to be covered for Saturday lodging.) Chairman Hardy indicated that the budget would be reviewed and that the letter to the delegates would state that a \$75 limit is placed on local transportation costs. The WHCoA will pay for meals with donated funds that will be raised through the Foundation for the NIH. Since the delegates will be fed at the WHCoA, there will be no stipend given to delegates for food or for other incidentals, such as dry cleaning, telephone calls, etc. Delegates are covered for actual allowable costs incurred, and do not receive per diem rates.

Foundation for NIH

Ms. Cozens joined Dr. Nystrom to discuss the status of using the Foundation for NIH as a repository for donated funds, especially to pay for food at the WHCoA. The Foundation initially provided a presentation to the Policy Committee during the February 10, 2005, meeting. Ms. Cozens stated that the Foundation is a 501(c)(3) organization that is able to solicit funds on behalf of NIH (National Institute on Aging) or a related entity when such an agency is unable to solicit funds on its own behalf. A Memorandum of Agreement is currently in the Office of General Counsel at HHS undergoing review and should be ready for release very soon. This Agreement is to be signed by the NIH Foundation, the National Institute on Aging, and HHS. Once approved, the information will be placed on the Web site. Rules regarding Government solicitation prohibit the WHCoA or its Policy Committee members from directly soliciting funds. The WHCoA is only able to accept gifts and all use of funds are subject to lengthy and bureaucratic purchase regulations. The Foundation can solicit and accept funds on behalf of the WHCoA, provide accounting oversight, expend funds for Conference needs, and greatly simplify the communication and expenditure process. The Policy Committee noted that this effort to finalize the MOU is of critical importance to the success of the Conference. Many donors have indicated their willingness to assist the Conference and ensure that is a unique and successful event. However, given the bureaucratic barriers that have been raised, it is possible that donors' patience will wane and support will be less than currently anticipated, resulting in a different and difficult experience from that which is

envisioned. Dr. Nystrom stated that he understood the Policy Committee's concerns and request for a positive outcome.

Conference Expositions (Technology Pavilion and Exhibitors)

Ms. Cozens reported that, by moving the WHCoA venue from The Hyatt on Capitol Hill to the Marriott Wardman Park Hotel, exhibition space has grown significantly to over 100,000 square feet. Examples of a few "Aging in Place" exhibits include a Smart Home, a Smart car, and E-medicine. In addition, Ms. Cozens stated that she has been working with the Center for Aging Services Technologies (CAST), which has expressed an interest in participating in the Technology Pavilion and would occupy at least 10,000 square feet. Assistant Secretary Carbonell requested that food technology be included as an exhibit. The WHCoA staff is currently developing criteria for exhibits. Because a large number of requests to exhibit at the WHCoA are anticipated, the WHCoA staff will determine the amount of space remaining after the larger exhibits have been planned. Exhibit criteria will be presented to the Policy Committee for review and discussion no later than the July meeting.

Conference Participants

Chairman Hardy discussed the specific composition of the 1,200 WHCoA delegates as follows: 759 delegates are selected by governors, senators, congressmen, the Mayor of the District of Columbia, the U.S. Territories, the Commonwealth of Puerto Rico, and the National Congress of American Indians, with the balance of delegates (441), "At-Large" delegates to be selected by the Policy Committee. The Policy Committee discussed and clarified the original decision that Policy and Advisory Committee members (39) are in addition to the total count of 1,200 "appointed" and "At-Large" delegates. Additional categories of Conference attendees will include observers and guests, special guests, credentialed media and volunteers, facilitators and possibly issue experts. There was discussion regarding the proposed number of observers, both domestic and international. In addition to the WHCoA delegates, categories identified as observers and guests need to be considered into the overall count of individuals attending the WHCoA with a consideration toward the amount of hotel space available. The special guests probably would include luminaries from the past in the field of aging, CEO's from companies exhibiting at the Technology Pavilion, and others, yet to be defined: number of individuals in this category would not be large. The number of observers would be divided into 2 groups: domestic observers or non-governmental organizations (NGO's), vetted by HHS, and international observers, who are vetted by the State Department. It was recommended that the Advisory Committee recommend individuals to serve as observers. Because the hotel conference space will be able to accommodate more persons than previously indicated, it is expected that more international and domestic observers than originally anticipated will be able to participate. The Policy Committee members would decide on the number of special "guests" and "observers" who would be allowed to attend the WHCoA. The number of press, volunteers, and other participants would also need to be factored into this tally. In response to Assistant Secretary Carbonell's recommendation that the Policy Committee should know the exact logistics

and capacity of the Marriott Wardman Park Hotel before assigning numbers to these categories of attendees, Chairman Hardy stated that Dr. Nystrom would determine the maximum hotel capacity for the WHCoA by the end of the week and would develop a process for Policy Committee consideration regarding these participants.

Conference Format and Facilitator

Chairman Hardy prefaced her power point presentation by referencing the WHCoA Web site [www.whcoa.gov] as an excellent source of the latest information about the WHCoA since the site is continually updated. All pre-WHCoA activities to date have been targeted toward the ultimate goal of developing resolutions on which delegates will vote at the WHCoA. Public input has been obtained to date from written reports that have been received 30 days after 13 Listening Sessions, 18 plus Solutions Forums, 9 plus Mini-conferences, and 275 plus Independent Events that have been held, representing participation by nearly 75,000 persons.

The six broad categories of the WHCoA Annotated Agenda developed from this public input are (1) Planning Along the Lifespan, (2) The Workplace of the Future, (3) Our Community, (4) Health and Long Term Living, (5) Civic Engagement and Social Engagement, and (6) The Marketplace. Visions papers to serve as background for resolutions that will be developed by the Policy Committee are currently under development. These papers will be reviewed internally, by members of the Policy and Advisory Committees, with discussion and approval by the respective Subcommittees, and final discussion and adoption by the Policy Committee prior to printing. The printed papers will be mailed to the delegates to read and review about 6 weeks before the WHCoA begins.

Development of resolutions will consist of the following bottom up process: (1) analysis of input from public events, (2) preliminary input from Policy Committee discussions with further refinement of draft resolutions based on additional public input, (3) preliminary discussion by and input from the Subcommittees, (4) further discussions by Policy Committee members, and (5) final refinement of the resolutions. It is anticipated that the Policy Committee will adopt approximately 100 to 125 resolutions. These printed resolutions, along with the printed vision papers as appropriate will be mailed to delegates in late October or early November for review prior to the beginning of the WHCoA.

The Chairman briefly discussed the draft program for the WHCoA to be held December 11 through 14, 2005. Since a focus of the Conference is on nutrition and healthy living in mind and body, the delegates will be sent a Healthy Living Kit that contains a pedometer, vitamins, etc. prior to their arrival at the WHCoA. The Technology Pavilion will be set up on December 11, 2005 through the evening of December 12 so it can be viewed by anyone in the hotel or for those not officially

attending the WHCoA. The Opening Plenary Session on the morning of December 12 is planned to feature presentations by the President, Federal officials, and other VIP's, and the afternoon session will be devoted to review of the six main agenda/resolution tracks. At the end of Day 2, delegates will vote electronically on the 100 to 125 resolutions, and will prioritize the top 50. On December 13, 2005, Day 3 of the WHCoA, Action Plans/Implementation Strategies will be developed for the top 50 resolutions, and there will be facilitated break-out sessions for each of the Action Plans. Implementation Plans will include targeted responsibilities assigned to the following: Federal Government, State and local Governments, non-Government organizations (business), employers, individuals, and non-profit organizations. Each Implementation Action Plan will be presented prior to the adjournment of the WHCoA on December 14. Following the WHCoA, the Policy Committee will finalize these plans, and they will be included in the Preliminary and Final Reports. The top 50 resolutions and their implementation strategies will be included in the Preliminary Report sent to the Governors 100 days after the conclusion of the Conference, as well as in the Final Report, sent to the President and Congress 6 months after the adjournment of the WHCoA.

Following the Chairman's presentation, there were specific recommendations from Policy Committee members about training facilitators to provide them with some idea of the specificity needed to implement the resolutions. The Chairman indicated that training for facilitators could be held during the time of the October Policy Committee meeting.

Policy Discussion

Summary of Public Input to Date

Angela Arnett thanked WHCoA staffers, David Timmons and Omar Valverde, who had compiled a comprehensive listing of all comments/solutions and recommendations received to date, using reports submitted from organizations hosting Listening Forums, Solutions Forums, and other events. Although concepts have been stated in different ways in the reports, Ms. Arnett stated that two of the Annotated Agenda tracks, "Planning Along the Lifespan" and "The Workforce of the Future" continue to include the substance of ideas regarding economic security issues. These issues will continue to be monitored in incoming reports. Comments have been received concerning savings, Social Security, long term care financing, fraud and exploitation against seniors, financial education and planning, and employment policies that eliminate barriers for employers and older adults who are working longer.

Regarding Social Support and Health Subcommittee issues, Remy Aronoff stated that the review of issues and suggestions from Listening Sessions and other events from August 2004 to the end of January 2005 support social support and health issues that are included on the Annotated Agenda. Suggested solutions received in reports from Solutions Forums, a Mini-Conference, and other events from February 1, 2005 to the end of April 2005 fall into three broad tracks on the Annotated Agenda: Our Community, Civic and Social Engagement, and the Marketplace. Multiple solutions were received for most agenda items; the highest number targeting coordinated social support services,

various transportation issues, protections for abuse and neglect, and the promotion of new product technologies. Most of the solutions target the development and support of services that permit aging in place, greater access to information, the identification and application of best practices, encouragement of intergenerational activities, promotion of residential and transport design features, and increased coordination of social and health functions between Federal agencies. Comments have been received on long term care systems, strategies to improve individual health behaviors, support for caregivers, and the healthcare workforce.

In conclusion, Mr. Aronoff stated that the challenge for the Policy Committee will be to reduce a large number of suggestions and solutions to a manageable number of draft resolutions on which delegates will be asked to vote at the WHCoA.

Following his presentation, the discussion focused on affordable housing and language access and whether the scheduled events had reached low-income and other vulnerable populations. In addition to cross-cutting social support issues, it was recommended that the Policy Committee also keep track of cross-cutting health issues related to health disparities and literacy.

As a result of these discussions, the Chairman proposed a motion to improve the Annotated Agenda, dated May 9, 2005. Prior to the vote, Mr. Keller, requested that the housing agenda issue be expanded to include financing in addition to housing availability and affordability. The Department of Housing and Urban Development (HUD) believes an individual's home should be viewed as an asset, and technology should be used to develop in-home supports. A specific suggestion was to consider a reference to the use of reverse equity mortgages. Secondly, following a brief discussion of social versus and civic engagement, it was agreed that both Social Engagement and Civic Engagement would be listed on the Annotated Agenda. With these suggestions, the following motion was made: *That the Policy Committee accept the Annotated Agenda of May 9, 2005, subject to ongoing, further revisions in wording and terminology, as necessary.* The motion was approved.

Wrap-Up

Chairman Hardy concluded the meeting with the following announcements:

- The Advisory Committee has requested an in-person meeting to be scheduled June 14 or June 15, 2005, location to be determined.
- The next Policy Committee meeting will occur on July 20, 2005, with possible Subcommittees meetings on July 19.
- Two Mini-conferences, Older Workers and Caregiving, are scheduled for June 15 in Washington, DC.

- The date change for the WHCoA has been made on the WHCoA Web site; however, the venue change cannot be noted on the Web site until the contract is signed with Marriott Wardman Park Hotel
- A copy of the study, Caregivers in the U.S., has been included in members' packet for reference. The study was conducted by The National Alliance for Caregiving in collaboration with AARP.

The Chairman adjourned the meeting at 2:33 p.m.

/s/

Dorcas R. Hardy
Chairman